



New Mexico Educational Retirement Board

Employer Self Service (ESS)

W1 & M1 UPLOAD CHEAT SHEET

The ERB ESS works best with:



The online Employer Self Service is for ERB employer use only.
An ERB employer is a NM Public School K-12, a NM public college or university.
Each employer has designated individuals who use this service.

This tutorial will guide you with step by step instructions for each menu item in the ESS.

If you have questions or problems about your ERB account or the ESS,
please contact your ERB analyst at the contact information below or
send an email to ERB-WebHelp@state.nm.us.

New Mexico Educational Retirement Board
701 Camino de los Marquez, Santa Fe, NM 87501
6201 Uptown Blvd. NE Suite 204, Albuquerque, NM 87110
Toll Free Number: 1-866-691-2345 Fax: (505) 827-1855

ERB W1 & M1 UPLOAD CHEAT SHEET

To upload your Work Report file (W1):

1. From your menu options, click on Upload a File

Menu

Home

Profile

Work Report Submission History

Upload a File

Work Report Submission

Help

Step 1

2. Make sure your school appears in the *Account* field
3. Click your *File Type* - choose Work Report; **YOU MUST PICK THE CORRECT FILE TYPE**
4. Click *Browse* to locate your file, attach it like you normally do
5. Enter your file name in *Description*; **YOU MUST NAME THE FILE WITH YOUR 3 LETTER CODE, THE MONTH, THE YEAR AND FILE TYPE - ie: XXX012014W1**
6. Click *Upload*

Upload a File

To upload a file first select the Account that you wish to upload a file for. Select the file from your desktop by clicking the 'Browse' button. Then select the file type and fill in the file details. When the file is ready to be uploaded, please click the 'Upload' button. Depending on the size of your file the upload process could take many minutes. Please do not navigate away from the current page while an upload is in progress or the upload will fail.

If you encounter a problem in submitting your file, please contact NMERB at 505-827-8030, ask for your analyst or email us at ERB-WebHelp@state.nm.us

Account: School Name  Step 2

File Type: Work Report  Step 3

File: c:\xxx012014W1 Browse...  Step 4

Description: XXX012014W1 Step 5

Step 6

When your upload is complete, you will be redirected to a new screen. Here you will see the file you just uploaded. To upload a new file, click *Upload New File*.

Uploaded Files

Below are the details of the file that has been uploaded for processing.

Date Range:

| Date | Type | Description | Status | Records |
|------------|-------------|-------------|---------------|---------|
| 08/14/2014 | Work Report | XXX012014W1 | Not Processed | 3229 |

To upload your Member Detail file (M1):

1. Make sure your school appears in the *Account* field
2. Click your *File Type* - choose Member Detail; **YOU MUST PICK THE CORRECT FILE TYPE**
3. Click *Browse* to locate your file, attach it like your normally do
4. Enter your file name in *Description*; **YOU MUST NAME THE FILE WITH YOUR 3 LETTER CODE, THE MONTH, THE YEAR AND FILE TYPE - ie: XXX012014M1**
5. Click *Upload*

Upload a File

To upload a file first select the Account that you wish to upload a file for. Select the file from your desktop by clicking the 'Browse' button. Then select the file type and fill in the file details. When the file is ready to be uploaded, please click the 'Upload' button. Depending on the size of your file the upload process could take many minutes. Please do not navigate away from the current page while an upload is in progress or the upload will fail.

If you encounter a problem in submitting your file, please contact NMERB at 505-827-8030, ask for your analyst or email us at ERB-WebHelp@state.nm.us

Account: **Step 1**

File Type: **Step 2**

File: **Step 3**

Description: **Step 4**

Step 5